



INSTRUCTIONS ON ACCEPTING YOUR FINANCIAL AID AWARDS

Dear Student,

Thank you for applying for financial assistance from Tarleton State University. In response to your application for financial assistance, Tarleton State University is pleased to offer you an award package which is now available online. Please follow these steps to accept your award:

1. Please logon to your "My Gateway" account
2. Click on "Duck Trax"
3. Click on "Online Services and Financial Aid"
4. Click on "Financial Aid"
5. Click on "Award"
6. Click on "Award for Aid Year"
7. Select "Award Year 2014-2015"
8. Select "Accept Award Offer" Tab (second to the last on the right)
9. Accept/Decline Award

You must be enrolled in a minimum of 6 credit hours per semester to receive aid.

The University reserves the right to adjust awards in accordance with regulations governing programs and University policy.

If you are an **undergraduate**, this financial aid award package is based on full-time enrollment (12 or more credits per semester). If you enroll for less than 12 semester credit hours for any long semester, your awards may be reduced or cancelled. In addition, as an undergraduate if you actually plan to enroll part-time, you must submit an Enrollment Change Form to the Financial Aid Office so that your cost of attendance and awards can be adjusted in time for disbursement to prevent an over award.

If you are a **graduate** student, this financial aid award package is based on half-time enrollment (6 credit hours per semester). If you enroll for more than 6 semester credit hours for any long semester, you may submit an Enrollment Status Change form to the Financial Aid Office so that your cost of attendance and awards can be adjusted.

All grants are awarded based on full-time enrollment status and will be pro-rated if students are enrolled in less than full-time status.

Previous TSU Stafford Borrowers

Once you accept your loan on the Web, your loan will be processed automatically with your previous lender.

New Stafford Loan Borrowers

If you accept your loan you will receive instructions at a later date from the Financial Aid Office directing you to TG Loans by Web to complete the steps necessary for processing and guaranteeing your loan.

Special Notice

If you have a student loan, you have the right to cancel all or a portion of the loan within 14 days of disbursement by contacting the Office of Financial Aid at 254-968-9070, or email at finaid@tarleton.edu